

UNAPPROVED
VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
SPECIAL CONFERENCE COMMITTEE

The Special Conference Committee of the Virginia Board of Long-Term Care Administrators convened on June 17, 2009, at the Department of Health Professions, 9960 Mayland Drive, 2nd Floor, Hearing Room 3, Henrico, Virginia.

MEMBERS Mary Smith, NHA, Chair
PRESENT: Randy Scott, NHA, Board Member

STAFF PRESENT: Lisa R. Hahn, Executive Director
Kathy Truesdale, Discipline Assistant
Anne Joseph, Deputy Director, Administrative Proceedings Division

PUBLIC PRESENT: Cynthia Odden-Hood
Bobbie Broolly
Elizabeth R. Potter
Scarlette Peebles
Angela Burrell
Sharnese Mason
Gloria Mason
Ednora Wiggins

CONFERENCE Elmira Pitchford, ALFA
SCHEDULED: License Number: 1706-000427 Case Number: 123887

CALL TO ORDER: Ms. Smith called the conference to order at 10:30 a.m.

DISCUSSION: Ms. Pitchford appeared before the Committee in person in accordance with the amended notice of the Board dated May 7, 2009. Ms. Pitchford was present and was not represented by counsel.

The Committee reviewed the allegations in the notice of informal hearing with Ms. Pitchford in that she may have violated the laws and/or regulations governing the practice of assisted living facility administrators.

CLOSED SESSION: Mr. Scott moved that the Special Conference Committee of the Board of Long-Term Care Administrators convene a closed meeting pursuant to §2.2-3711(A)(28) of the *Code of Virginia* for the purpose of deliberation to reach a decision in the matter of Elmira Pitchford, ALFA. Additionally, Mr. Scott moved that Ms. Hahn, Ms. Truesdale, and Ms. Joseph attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the

Committee in its deliberations. The motion was seconded and carried unanimously.

OPEN SESSION: The Committee reconvened in open session at 11:43 a.m.

Mr. Scott moved that the Special Conference Committee of the Board of Long-Term Care Administrators certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was seconded and carried unanimously.

ACTION: Ms. Smith moved to have Ms. Joseph read the Findings of Fact and Conclusions of Law adopted by the Committee and the decision adopted by the Committee. The motion was seconded and carried unanimously.

On the basis of the foregoing, the Virginia Board of Long-Term Care Administrators, rules that effective upon entry of said Order, and in lieu of further proceedings, hereby ORDERS as follows:

1. The Board ACCEPTS the Voluntary Surrender of Elmira Pitchford's license to practice as an assisted living facility administrator in the Commonwealth of Virginia.
2. This Order is without prejudice to Ms. Pitchford's right to apply for licensure in the future.

ADJOURNMENT: The Committee adjourned this case at 11:50 a.m.

Mary Smith, NHA, Chair

Lisa R. Hahn, Executive Director

Date

Date